

DATE: May 3, 2005

TO: County Emergency Management Directors

FROM: Jerry Haberl, State Training Supervisor

**SUBJECT: Course Recruitment: PUBLIC SAFETY RESPONSE – SAMPLING TECHNIQUES
AND GUIDELINES – (NT224)**

The Wisconsin Division of Emergency Management will sponsor the course entitled **Public Safety Response – Sampling Techniques and Guidelines – (NT224)** on **NOVEMBER 1-3, 2005** at Volk Field, Camp Douglas. The course will begin at **8:00 a.m.** on Tuesday, November 1st. and conclude at approximately **4:00 p.m.** on Thursday, November 3, 2005. The course will be delivered by the *Louisiana State University, National Center for Biomedical Research and Training, and a member of the National Domestic Preparedness Consortium.* Dress is casual.

This course is designed to teach effective, consistent, and practical procedures necessary in surveying and sampling for biological incidents. These procedures will teach consistent, protocol-driven processes that will guide responders and investigators (law enforcement/justice, public health and animal health) as they manage the event. Students will learn uniform sample/specimen handling (chain-of-custody), analysis, and reporting. The procedures demonstrate rational designs based on fundamental understanding of the biology of the agents and their persistence in the environment, coupled with sound forensic practices that are consistent with established law enforcement investigative processes.

The prerequisites for this course require participants to be certified Hazmat Technicians and must have successfully completed a Weapons of Mass Destruction Operations Performance Level A training course.

We request that you recruit attendees from your emergency management community such as law enforcement, fire service, emergency medical services, animal health, and hazardous materials technicians. Registration will be on a first-come, first-served basis.

If you travel more than **50 miles one way** and do not wish to commute, **we will make reservations** for you at Volk Field. Wisconsin Emergency Management will provide lodging (*for those traveling 50 miles or more*), and breakfast and lunch for all participants; however, the cost of travel, the evening meal, and any other incidental expenses associated with your stay are a local responsibility. Additional administrative information will be provided in letters of confirmation to be sent when the course rosters are finalized.

Please have prospective participants complete the attached registration form, and return the form to your Regional Office no later than **OCTOBER 1, 2005.**

Thank you for helping us to bring emergency management training to your community. If you have questions, or need further information, please call your Regional Director or Lisa Olson-McDonald at (608) 427-1794.

Encl: Registration Form

cc: WEM Management Staff
Regional Offices
Level A Teams
Bill Hineman
Lisa Olson-McDonald

REGISTRATION INFORMATION
PUBLIC SAFETY RESPONSE – SAMPLING TECHNIQUES
AND GUIDELINES – NT224
NOVEMBER 1-3, 2005
VOLK FIELD, WI

Please complete the information below and send it to your County Director by October 1, 2005. County Directors must submit this registration to their Region Office no later than October 2, 2005. Due to the demand for emergency management training, we recommend that you submit your applications as soon as possible.

(Reproduce this sheet locally for additional people.)

(PLEASE PRINT CLEARLY)

NAME _____ SIGNATURE _____

TITLE _____ AGENCY _____

SOCIAL SECURITY NUMBER _____
(MUST BE PROVIDED TO REGISTER)

HOME ADDRESS _____

CITY _____ ZIP _____ COUNTY _____

WORK PHONE # _____ FAX #: _____

E-MAIL ADDRESS: _____

State Privacy Provision

Authorization: Wisc Stats 166.03 and E.O. 9397.

Disclosure: Disclosure of personal information is voluntary; however, nondisclosure may result in delay in processing your application. Secondary Purpose: In accordance with Wisconsin Privacy Provision 15.04(m) Wisc Stats, the personal information you provide may be used for purposes other than for which it was collected.

LODGING INFORMATION

_____ I do not need a room.

_____ I live over 50 miles, please reserve a room for me as indicated below:

PLEASE CIRCLE THE NIGHTS THAT YOU NEED A ROOM

MONDAY, OCTOBER 31, 2005

TUESDAY, NOVEMBER 1, 2005

WEDNESDAY, NOVEMBER 2, 2005

Do you require any special accommodations for a physical disability? (Please Note: Volk Field does not have a publicly accessible elevator).

SIGNATURE OF COUNTY EM DIRECTOR/DATE OF RECEIPT: _____

SIGNATURE OF REGIONAL DIRECTOR/DATE OF RECEIPT: _____